

Code of Ethics Example

Agency Code of Ethics

The Agency and its employees must, at all times, comply with all applicable laws and regulations. The Agency will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. The Agency does not permit any activity that fails to stand the closest possible public scrutiny.

All business conduct should be well above the minimum standards required by law. Accordingly, employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing the Agency's operations.

Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their superior, who, if necessary, should seek the advice of the agency director.

General Employee Conduct

The Agency expects its employees to conduct themselves in a businesslike manner. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job. Employees must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.

Conflicts of Interest

The Agency expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the Agency. Employees must not use their position or the knowledge gained as a result of their position for private or personal advantage. Arkansas Code of 1987 Annotated §21-8-304 codifies prohibited activities that are a conflict of interest. Regardless of the circumstances, if employees sense that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer, they should immediately communicate all the facts to their superior.

Outside Activities, Employment, and Directorships

All employees share a serious responsibility for the Agency's good public relations, especially at the community level. Employees must, however, avoid acquiring any business interest or participating in any other activity outside the Agency that would, or would appear to:

- Create an excessive demand upon their time and attention, thus depriving the Agency of their best efforts on the job.
- Create a conflict of interest—an obligation, interest, or distraction—that may interfere with the independent exercise of judgment in the Agency's best interest.

Relationships With Clients and Suppliers

Employees should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with the Agency, or that provides goods or services, or both to the Agency, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the Agency. Specific procurement law addressing relationships with clients and suppliers is codified in Arkansas Code of 1987 Annotated §19-11-701 et seq. and included in Part 4 of the Procurement Law and Regulations promulgated by the Office of State Procurement.

Gifts, Entertainment, and Favors

Employees must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the Agency has, or is likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their position with the Agency might be inclined to, or be perceived to, place them under obligation. Specific procurement law addressing gratuities is codified in Arkansas Code of 1987 Annotated §19-11-707 and included in Part 4 of the Procurement Law and Regulations promulgated by the Office of State Procurement.

Refer to [Rules and Gifts](#) issued by the Arkansas Ethics Commission for detailed rules on gifts.

Kickbacks and Secret Commissions

Regarding the Agency's business activities, employees may not receive payment or compensation of any kind, except as authorized under the Agency's remuneration policies. In particular, the Agency strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law. Specific procurement law addressing kickbacks and commissions is codified in Arkansas Code of 1987 Annotated §19-11-707 and §19-11-708 and included in Part 4 of the Procurement Law and Regulations promulgated by the Office of State Procurement.

Organization Funds and Other Assets

Employees who have access to Agency funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the Agency's Policy and Procedure manuals or other explanatory materials, or both. The Agency imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise the appropriate supervisor.

When an employee's position requires spending Agency funds or incurring any reimbursable personal expenses, that individual must use good judgment on the Agency's behalf to ensure that good value is received for every expenditure.

Agency funds and all other assets of the Agency are for Agency purposes only and not for personal benefit. This includes the personal use of organizational assets, such as computers.

Organization Records and Communications

Accurate and reliable records of many kinds are necessary to meet the Agency's legal and financial obligations and to manage the affairs of the Agency. The Agency's books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, production, financial, or similar reports and statements
- False advertising, deceptive marketing practices, or other misleading representations

Dealing With Outside People and Organizations

Employees must take care to separate their personal roles from their Agency positions when communicating on matters not involving Agency business. Employees must not use organization identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve Agency business, employees must not presume to speak for the Agency on any topic, unless they are certain that the views they express are those of the Agency, and it is the Agency's desire that such views be publicly disseminated.

When dealing with anyone outside the Agency, including public officials, employees must take care not to compromise the integrity or damage the reputation of either the Agency, or any outside individual, business, or government body.

Prompt Communications

In all matters relevant to customers, suppliers, government authorities, the public and others in the Agency, all employees must make every effort to achieve complete, accurate, and timely communications—responding promptly and courteously to all proper requests for information and to all complaints.

Privacy and Confidentiality

When handling financial and personal information about customers or others with whom the Agency has dealings, observe the following principles:

1. Collect, use, and retain only the personal information necessary for the Agency's business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
2. Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
3. Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was originally obtained. Review the Freedom of Information Act before externally releasing any information.

My signature on this document indicates that I have read and fully understand the prohibited activities and my responsibilities to this agency as listed in this code of ethics.

Name

Date